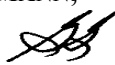





PLANNING AND ZONING COMMISSION

AGENDA REQUEST

AGENDA OF:	02-27-14	AGENDA REQUEST NO:	III-A
INITIATED BY:	NELDA MCGEE, EXECUTIVE SECRETARY	RESPONSIBLE DEPARTMENT:	CITY SECRETARY
PRESENTED BY:	GLENDA GUNDERMANN, CITY SECRETARY	DIRECTOR:	GLENDA GUNDERMANN, CITY SECRETARY 
		ADDITIONAL APPROVAL(S):	N/A
SUBJECT / PROCEEDING:	MINUTES PLANNING AND ZONING COMMISSION MEETING FEBRUARY 11, 2014		
EXHIBITS:	MINUTES PLANNING AND ZONING COMMISSION MEETING FEBRUARY 11, 2014		
CLEARANCES		APPROVAL	
LEGAL:	N/A	CITY PLANNER – DEVELOPMENT PLANNING:	DOUGLAS SCHOMBURG, AICP 
RECOMMENDED ACTION			
Approve Minutes of Planning and Zoning Commission meeting February 11, 2014			
EXHIBITS			

STATE OF TEXAS §
COUNTY OF FORT BEND §
CITY OF SUGAR LAND §

**CITY OF SUGAR LAND
SUGAR LAND PLANNING AND ZONING COMMISSION MEETING
TUESDAY, FEBRUARY 11, 2014**

REGULAR MEETING

The City of Sugar Land Planning and Zoning Commission convened in a regular meeting, open to the public and pursuant to notice thereof duly given in accordance with Chapter 551, Government Code, Vernon's Texas Codes, Annotated, as amended, in Sugar Land City Hall within said City on Tuesday, February 11, 2014 at 6:30 o'clock P.M. and the roll was called of the members; to wit:

Kathy Huebner, Chairman
Gregory Schmidt, Vice Chairman
Lars Hagen, 2nd Vice Chairman
Joan Berger, Commissioner
Sean Burnett, Commissioner
Heather Davis, Commissioner
Sue Sanchez, Commissioner
Carl Stephens, Commissioner
Leo Weinberg, Commissioner

QUORUM PRESENT

All of said members were present.

Also present were:
Ruth Lohmer – Principal Planner
Eugenia Cano, First Assistant City Attorney
Christine Rankin, Executive Secretary and
A Number of Visitors and Staff

CONVENE MEETING

Chairman Huebner convened the session, open to the public, to order at 6:30 o'clock P.M.

PUBLIC COMMENT

Chairman Huebner introduced Public Comment stating that citizens desiring to address the Planning and Zoning Commission with regard to matters on the agenda would be received at this time.

There were no public comments.

MINUTES

Chairman Huebner introduced consideration on approval of the minutes of the regular City of Sugar Land Planning and Zoning Commission meeting January 14, 2014.

Following a full and complete discussion, **Commissioner Schmidt**, seconded by **Commissioner Stephens**, made a motion to approve the minutes of the regular City of Sugar Land Planning and Zoning Commission meeting January 14, 2014. The motion carried unanimously.

Chairman Huebner introduced consideration on approval of the minutes of the regular City of Sugar Land Planning and Zoning Commission meeting January 23, 2014.

Following a full and complete discussion, **Commissioner Schmidt**, seconded by **Commissioner Stephens**, made a motion to approve the minutes of the regular City of Sugar Land Planning and Zoning Commission meeting January 23, 2014. The motion carried unanimously.

PUBLIC HEARING

REZONING 10.2 ACRES EXCHANGE AT TELFAIR PHASE I

Chairman Huebner convened the Public Hearing to receive and hear all persons desiring to be heard on rezoning 10.2 acres Exchange at Telfair Phase I, located on the northwest corner of University Boulevard and Telfair Avenue, from Planned Development (PD) District and Interim Standard Single-Family Residential (R-1-I) District to Planned Development (PD) District Final Development Plan.

Ms. Ruth Lohmer, Principal Planner, stated the City Council approved the PD for 4.9 acres April 7, 2009 and granted a one-year extension February 15, 2011. The PD expired April 7, 2012 because no building permit was acquired for the property. The proposed PD for the 10.2 acres includes the original 4.9 acres plus the remaining acreage for a total 10.2 acres. The property is located at the northwest corner of University Boulevard and Telfair Avenue and is shown as commercial in the Telfair General Land Plan. The property is currently vacant, surrounded by single family homes to the west; Telfair main lake to the north; retail and gas sales station to the east; and vacant property to the south. The Planning and Zoning Commission held a workshop on January 23, 2014; a summary of the discussion and changes made to the Final Development Plan have been incorporated in the presentation.

Trees

The Commission discussed street trees along University Boulevard, using shrubs instead of trees within the residential buffer, and placing trees in the rear parking area to screen the commercial from residential. There was also a question about lighting standards for the site; staff verified that the Development Code standards will apply to the site and any lighting fixtures on the site.

Final Development Plan Components

The Neighborhood Business (B-1) District is the default district for this property. Final Development Plan exhibits include the Final Site Layout Plan, Permitted Uses, Reserve Configurations, the Landscape Plan, and the Plant List.

PUBLIC HEARING (CONTINUED)

REZONING 10.2 ACRES EXCHANGE AT TELFAIR PHASE I (CONTINUED)

Final Site Layout Plan

The new Planned Development includes most of the elements of the Final Development Plan Layout Plan for the original 4.9 acres, spread across multiple exhibits. *Exhibit B-1: Final Site Layout Plan* shows 10.2 acres divided into four reserves (A, B, C, and D) with frontage along University Boulevard. There are three shared driveways to University Boulevard and one new driveway connecting to Telfair Avenue. The exhibit also shows cross access between the reserves A and B, B and C, and C and D.

Reserve Configurations

Exhibit B-3: Reserve Configurations depicts layout options with building and parking that have modified to more accurately reflect the actual reserves on this site, as requested at the Planning and Zoning Commission workshop.

Land Uses

Proposed land uses for the district are a combination of Neighborhood Business (B-1) District and General Business (B-2) District uses. Certain B-1 uses such as hardware stores, department stores, and liquor stores are excluded. The Planned Development includes conditions for B-1 uses allowed by right; for example, retail uses and dance studios and schools are limited to 10,000 square feet to prevent “big box” stores at the site and minimize traffic impacts. Some uses that require a Conditional Use Permit in the B-1 District are permitted by right in the PD, including tax return preparation services, miscellaneous personal services, and miscellaneous membership organizations. Uses that are not permitted in the B-1, but are permitted in this Planned Development without conditions include insurance carriers and computer related services. Certain uses permitted without conditions in this PD need additional restrictions, such as prohibiting towers within the PD for telephone communications and radio and television broadcasting. Uses not permitted in the B-1 that are permitted in the PD with specific conditions include:

- Detective and Armored Car Services and Security Systems Services
 - No fleet vehicle storage (added per Planning and Zoning Workshop 1/23/14)
- Advertising Services
 - No outdoor advertising
- Schools and Education Services
 - Limited to 10,000 square feet

Building Setbacks

Building setbacks for University Boulevard and residential meet or exceed those established in the B-1 District:

Type/Location	B-1 District	Planned Development
University Boulevard	40 feet	40 feet
Telfair Avenue	25 feet	40 feet
Residential building line	25 Feet	100 feet
All other property lines	10 feet	10 feet

PUBLIC HEARING (CONTINUED)

REZONING 10.2 ACRES EXCHANGE AT TELFAIR PHASE I (CONTINUED)

Parking Lot Setbacks

Parking lot setbacks exceed those established in the B-1 District, except the 6-foot setback for all other property lines.

Type/Location	B-2 District	Planned Development
University Boulevard	15 feet	40 feet
Telfair Avenue	15 feet	25 feet
Residential	6 feet	20 feet
Telfair Lake greenbelt	6 feet	10 feet
All other property lines	6 feet	6 feet

Maximum Height

The maximum height for the district is dependent on the reserve:

- Reserve A: one story, not more than 20 feet (1/23/14 workshop)
- Reserves B, C, and D: 2.5 stories, not more than 35 feet (same as B-1)

The maximum height for Reserve D was established per Commission request at January 23, 2014 workshop.

Building Finishes

The Planned Development District restricts building finishes at a minimum 85% primary finish (brick, stone, and glass) and prohibits Exterior Insulation Finishing System (EIFS), un-textured concrete and a few other materials. The B-1 District requires a minimum 70% primary finish (brick stone, glass and stucco) and permits EIFS and un-textured finishes.

Architectural Details

Requirements for architectural finishes include:

- Breaking up horizontal and vertical planes
- Canopies required on street-facing facades
- Maximum 50% glass on residential-facing facades
- Orient bank speakers away from residential (Reserve A)

Outdoor Uses

All merchandise must be stored within the building in both the PD and B-1 districts. In the Planned Development, exterior service areas and mechanical equipment must be located 50 feet from the public right-of-way and residential lot lines. The B-1 District requires equipment be screened, but has no minimum requirement for its location or separation from residential.

PUBLIC HEARING (CONTINUED)

REZONING 10.2 ACRES EXCHANGE AT TELFAIR PHASE I (CONTINUED)

Landscaping Buffers

Landscaping buffers are the same as the parking lot setbacks:

Type/Location	B-2 District	Planned Development
University Boulevard	15 feet	40 feet
Telfair Avenue	15 feet	25 feet
Residential	6 feet	20 feet
Telfair Lake greenbelt	6 feet	10 feet
All other property lines	6 feet	6 feet

Residential Buffer Planting

As discussed on January 23, 2014, the applicant has included a requirement for:

- Shrubs within 20-foot buffer : 1 shrub every 10 feet, 6 feet in height at planting
- Trees within 100-foot building setback: 1 tree every 60 feet (one for each adjacent residential lot), 4-inch caliper, and 10 feet in height at planting

In comparison, the B-1 District requires trees within the buffer at 1 for every 30 feet and 7 feet in height at planting; due to the CenterPoint easement, pruning would be required after the trees reach 16 feet in height.

Street Trees

Changes have been made to the PD based on Commission discussion at the workshop:

- Trees will be planted 1 every 30 feet along University Boulevard and Telfair Avenue
- Magnolias on University Boulevard will count toward required trees
- Magnolias being displaced due to driveway installation will be relocated on site, unless circumstances exist that necessitate removal
- Trees used to supplement existing trees in order to meet the 1/30' requirement must be 4-inch caliper and 10 feet in height at planting

The B-1 District requires trees at 1 for every 50 feet and 7 feet in height at planting.

Landscape Plan

The landscape Plan shows the residential buffer and the location of the rear parking lot trees. The rear lot lines are approximately 60 feet apart, so one tree will be located within the lot line to provide screening for each of the residential homes from the commercial.

Pedestrian and Bicycle Facilities

There is an existing 6-foot sidewalk on Telfair Avenue and University Boulevard that will serve as the required sidewalks. The Planned Development also requires:

- Pedestrian walkways from the sidewalks to each building entrance
- Bicycle parking within 50 feet of each building entrance

PUBLIC HEARING (CONTINUED)

REZONING 10.2 ACRES EXCHANGE AT TELFAIR PHASE I (CONTINUED)

The B-1 District does not have pedestrian and bicycle facilities requirements on private sites.

Ms. Lohmer reviewed initial points for the Commission's consideration:

- Revised Final Development Plan (FDP) is for entire 10.2 acres, rather than the 5 acres included in the original Planned Development (PD)
- FDP maintains 100-foot building line adjacent to residential established in original PD
- PD permits existing Magnolia trees to count toward street tree requirement
- PD requires pedestrian walkways from public sidewalk to buildings
- Bicycle parking required within 50 feet of building entrances
- FDP modifies requirement for 20-foot landscape buffer adjacent to residential
 - Original PD required 1 tree for every 15 feet
 - CenterPoint easement within the buffer requires trees taller than 16 feet be pruned
 - Revised requirement - 1 shrub every 10 feet, 6 feet in height at planting
 - Additional required trees in 100-foot building setback for extra screening
- Prohibited uses in B-1 permitted in PD are generally appropriate
- Condition needs to be added to prohibit towers for telephone communications and radio/television broadcasting

All requirements for the Public Hearing have been met; two informational inquiries were received, with no known opposition. Commission discussion and direction will follow the Public Hearing, with consideration and action at a future meeting.

Chairman Huebner opened the Public Hearing and invited the applicant to make his presentation.

Mr. Peter Boecher, RVI, presented photographs illustrating the property and surrounding conditions. An aerial photograph taken in October 2013 shows adjacent residential, the Live Oak trees along Telfair Avenue, the Plaza, Crepe Myrtles and Magnolias along University Boulevard, Telfair main lake, and Exchange of Telfair Phase II construction on the east side of University Boulevard. A site photograph taken from the northern end of University Boulevard shows the adjacent residential in the northern portion is mostly one-story; a site photograph taken from the southern end of Telfair Boulevard shows the lift station, the west property line, and mostly two-story homes.

Mr. Boecher commented that he modified the Final Development Plan Landscape Plan to allow the front street tree spacing along University Boulevard to be done within the first 60 feet, not just the 40-foot landscape buffer; this provides the flexibility to move the trees back an additional 20 feet to accommodate potential parking and to plant the additional trees without disrupting the existing Magnolias and Crepe Myrtles. The overall dimension for the rear parking lot trees would require 18 trees for 13 lots adjoining the property, so some of the lots will have more than one tree as a buffer from the parking. The reserve configuration for Reserve A (the bank site) was changed; the drive-thru will be located on the north side, with the outdoor speakers oriented to the north instead of the west.

PUBLIC HEARING (CONTINUED)

REZONING 10.2 ACRES EXCHANGE AT TELFAIR PHASE I (CONTINUED)

Mr. Boecher summarized the residential buffering contained in various parts of the exhibits:

- No buildings within 100 feet of residential property lines to the rear
- No buildings taller than 2.5 stories or 35 feet (Reserves B, C, and D)
- No floor-to-ceiling building windows above the first floor overlooking homes
- No outdoor dining between buildings and homes
- Restrictions on outdoor speakers at bank drive-thru, if constructed
- More shrubs along property line (spacing no greater than 10 feet)
- More trees within the rear parking lot near property line

Chairman Huebner entertained comments from the public.

Ms. Donna Aldrich, 7118 Pettigrew Drive, addressed the Commission, stating her property backs up to the development and expressed concern over changes made to the original PD, especially Reserve D. The original configuration shown for Reserve D was similar to the drawing on the far right of *Exhibit B-3: Reserve Configurations*; residents were told there would be no windows on the second floor of the building; the windows in the new configurations for Reserve D present a privacy issue for homeowners. Ms. Aldrich requested the Commission require the buildings to be located away from the homes for privacy reasons.

Mr. Richard Hughes, 7118 Pettigrew Drive, addressed the Commission regarding privacy issues, stating the additional trees discussed in the presentation would help with privacy and buffering, but he did not recall that being proposed in the plan. He noted that the Exchange at Telfair II, which is the same developer, has Oak trees planted behind it every 30 feet as buffering and asked the Commission to consider that, since a two-story building behind residential is an eyesore for adjacent homeowners who want to protect privacy as much as possible.

Chairman Huebner entertained additional public comments. Hearing none, the Public Hearing was closed.

DISCUSSION AND DIRECTION

REZONING 10.2 ACRES EXCHANGE AT TELFAIR PHASE I

Chairman Huebner introduced discussion and direction on rezoning 10.2 acres Exchange at Telfair Phase I from Planned Development (PD) District and Interim Standard Single-Family Residential (R-1-I) District to Planned Development (PD) District Final Development Plan.

Chairman Huebner asked staff to address the public comment regarding the trees. **Ms. Lohmer** stated that there is a CenterPoint easement coincident with 20-foot landscape buffer adjacent to the 20-foot residential property lines for a portion of the property. The concern was that trees planted in the landscape buffer now would grow and have to be pruned to avoid contact with the power lines, causing them to lose their effectiveness as screening. The applicant's revised proposal is for shrubs planted at

DISCUSSION AND DIRECTION (CONTINUED)

REZONING 10.2 ACRES EXCHANGE AT TELFAIR PHASE I (CONTINUED)

One for every 10 feet instead of trees planted at one for every 15 feet; the shrubs will be a minimum 6 feet in height at planting. The applicant will provide strategic placement of additional trees within the 100-foot setback area to serve as extra buffering for the adjacent areas; the trees will be a minimum of 10 feet in height at planting, with 4-inch caliper. Chairman Huebner commented that it should be more effective to have shrubs that are 6 feet in height at planting in the easement, with the larger trees in the setback area where they can grow and eventually be a good screen.

Referencing the public comment relative to trees planted every 30 feet in the Exchange at Telfair II, **Commissioner Stephens** emphasized that these trees will not be planted 30 feet apart. **Ms. Lohmer** confirmed that the trees planted in the 100-foot setback area will be one every 60 feet; clarifying that the City Development Code requirement for one tree in a landscape island for every 20 parking spaces will apply. This gives the developer the guidance for where to place the trees so they are evenly spaced across the property instead of clustered in one area.

Commissioner Schmidt asked the applicant to provide more information regarding the shrubs to be planted in the landscape buffer. **Mr. Boecher** stated that *Exhibit B-5: Plant List* specifies the shrubs to be used for screening and buffering: Hollies, Magnolia, Oleander, Pitosporum, Southern Wax Myrtle, and Texas Silverleaf Sage. The developer is considering Hollies, which can easily grow to 15 feet in height; Mr. Boecher recommended 6-foot planting height so the homeowners could measure the growth against their 6-foot privacy fence. Mr. Boecher stated that CenterPoint's guideline was 16 feet in height, 20 feet out from the line, which led him to make the change.

Commissioner Stephens asked for clarification *Exhibit B: E: 6. Rear Parking Lot Trees (c)*: "Each tree shall have a planting area at least 6 feet wide and 162 square feet in size." **Mr. Boecher** stated this is taken from the Development Code; it is the minimum space requirement for the landscape islands used for planting trees in parking lots. **Ms. Lohmer** stated the island does not have to be rectangular, but needs to be at least 6-feet wide. **Commissioner Schmidt** noted that the square footage is equivalent to the size of a parking space (18 feet x 9 feet). Commissioner Stephens asked if there would be enough space to accommodate the required 18 trees. Mr. Boecher affirmed, stating the landscape islands can be staggered among several rows of parking; the idea is not to have a straight line of trees evenly spaced, but to make sure the coverage hits every lot with at least one tree. Commissioner Stephens asked if the parking requirement could be met, considering the space used for landscaping. Mr. Boecher responded affirmatively, stating there is more than sufficient space to accommodate parking and the trees.

Commissioner Sanchez asked the applicant about the second-story building windows in Reserve D. **Mr. Boecher** stated that the PD does not differentiate the requirement between "D" and the other reserves and he is not aware of a limitation in the previous PD for the upstairs windows. **Ms. Lohmer** explained there were several public hearings and discussions on the entire 10 acres when the original PD was being considered; the ordinance adopted 5 acres; Reserve D was not included in the ordinance. The original plan had the buildings placed more to the front; the 100-foot building line was not shown, but was in place, giving the developer the ability to relocate the buildings. In the original drawing, the building on Reserve D appeared closer to residential property lines than the others; the current layout shows the building is not at the 100-foot building line.

DISCUSSION AND DIRECTION (CONTINUED)

REZONING 10.2 ACRES EXCHANGE AT TELFAIR PHASE I (CONTINUED)

Ms. Lohmer commented that Reserves B, C, and D are limited to maximum 50% glass on the top floor façade; the building façade for Reserve D potentially could be too extensive not to have windows.

Staff asked the applicant to provide a line-of-sight drawing that would demonstrate what a commercial building 100 feet from the residential property lines would look like, including the additional trees and shrubs in the buffer.

The Commission discussed restrictions on Reserve D. *Commissioner Stephens* noted that limiting Reserve D would not preclude the other buildings being placed against the 100-foot building line, which would cause the same window issues. *Chairman Huebner* commented that the 50% glass façade restriction for the second story seems to contradict the limitation on floor-to-ceiling windows in the first floor. Commissioner Stephens stated the restriction for the upstairs glass will not be needed if the building is placed up front; it is only needed if the building is against the 100-foot building line. *Ms. Lohmer* stated the 100 feet may be sufficient; Commissioners agreed the line-of-sight exhibit would help determine that. *Commissioner Schmidt* mentioned that this configuration is not consistent with the Commission objectives for locating commercial buildings within Planned Developments to the front. *Commissioner Hagen* remarked that in most cases, the back of the lot is much closer than 100 feet. Chairman Huebner commented that once the Planning and Zoning Commission approves the Final Development Plan, the developer is locked in to these configurations; Commissioner Stephens noted the buildings could still be pushed back to the 100-foot building line. Commissioner Schmidt asked how long it would take the trees and landscaping in the buffer to mature. *Ms. Lohmer* stated staff will obtain the maturity standards for those type of plants. Commissioner Stephens commented that this area was a commercial reserve when the homes were purchased; the Planned Development and additional trees are far superior to standard B-1 or B-2 zoning.

Commissioner Stephens asked the applicant to change “per lot” to “per reserve” in Exhibit B: D: 9(b): “Required minimum number of bicycle parking spaces *per lot* should be 3 or 10% of the required vehicular parking spaces, whichever is greater.”

The Commission discussed outdoor speakers for the drive-thru bank. Commissioner Stephens noted that the development regulations for this PD state no outdoor speakers are permitted within 125 feet of a residential lot line; previously the Commission has stipulated 200 feet. He asked if there is enough space for the additional 75 feet, since the drive-thru is being constructed on the north side. *Ms. Lohmer* responded that 200 feet would be too difficult to accomplish. Mr. Boecher stated the primary concern was for the queuing at the drive-thru. *Chairman Huebner* asked what the requirement would be if this were B-1 District; if 125 feet is less than what would be allowed by right. *Commissioner Davis* commented that this is a bank with regular business hours, not a drive-thru that operates through the night. *Ms. Lohmer* stated for a commercial banks or credit union, the B-1 District would require a Conditional Use Permit for an outside communication device or speaker located within 150 feet of a residential lot. The CUP would most likely require landscaping, additional acoustics, soffits and other modifications that would not be required in a standard district at 151 feet. The applicant is adding an acoustic treatment with drive-thru soffits to mitigate sound issues; the Commission will determine if that is acceptable. *Commissioner Hagen* noted that the number of feet is not based on acoustics or decibel levels at property lines.

DISCUSSION AND DIRECTION (CONTINUED)

REZONING 10.2 ACRES EXCHANGE AT TELFAIR PHASE I (CONTINUED)

Chairman Huebner asked if the Commissioners were concerned about the outdoor speakers, given the extra landscaping and sound mitigation steps taken. **Commissioner Stephens** asked if PDs previously approved at 200 feet could come back and ask the Commission to change the distance requirement. **Ms. Eugenia Cano, First Assistant City Attorney**, responded negatively; a PD is based on the individual site and the applicable requirements and mitigating factors for the particular site. **Commissioner Schmidt** agreed with 125 feet distance, stating there are not many things left to be done with the building; stating it is a matter of whether the noise is worse than the queuing problem

Commissioner Stephens asked the applicant to make *Exhibit B-3: Reserve Configurations* and *Exhibit B-1: Final Site Layout Plan* consistent by:

- Showing the sidewalk along the side of Reserve A in Exhibit B-3
- Changing the access off University Boulevard in Exhibit B-3 to match what is shown on Exhibit B-1

Chairman Huebner asked Commissioner Stephens if he wanted additional exhibits showing the access. Commissioner Stephens responded that Exhibits B-1 and B-3 do not match the way they are drawn stating they need to agree. Chairman Huebner asked Mr. Boecher if he could take the configurations shown on B-3 for B and C and use them for Reserves A and D to show the access; it would be two additional exhibits for each one. **Ms. Lohmer** stated this was unnecessary and suggested taking the driveways off Exhibit B-3, keeping the cross access connections, and adding a note that driveway access is shown on B-1; Commissioners agreed. Commissioner Stephens asked the applicant to take the access arrows off Exhibit B-3.

Commissioner Schmidt asked the applicant to clarify requirements for the building windows.

Chairman Huebner asked the applicant to clarify the redundant language for Building Regulations in Exhibit B: F: 1. Chairman Huebner expressed concern about the landscape regulation in Exhibit B: E: 2 stating "Buffers may be used for future transit stops." She asked if the time could be limited to avoid people congregating in the buffer to wait for a transit. **Ms. Lohmer** stated the language was added to recent PDs to indicate the ability to use the buffers for transit, if and when the City gets a transit system.

Chairman Huebner requested that "steam baths" be removed from the Permitted Use List (Page 4) and asked if the Yacht Broker use would allow displays. Ms. Lohmer responded the limitation on outdoor merchandise would prevent yachts from being displayed or having a showroom.

Ms. Lohmer reviewed Commission direction:

- Provide line-of-sight drawings
- Provide additional requirements for building windows
- Research how long it will take landscaping to mature, specifically buffer shrubs
- Change "lot" to "reserve" on Page 3, Exhibit B
- Clarify redundant building regulation language on Page 6, Exhibit B

DISCUSSION AND DIRECTION (CONTINUED)

REZONING 10.2 ACRES EXCHANGE AT TELFAIR PHASE I (CONTINUED)

- Remove steam baths from Exhibit B-2
- Show sidewalk along the side of Reserve A in Exhibit B-3
- Change 2nd and 3rd drawings in B-3 to A through C instead of A through D
- Remove driveways from Exhibit B-3 and add note that driveway access is shown in Exhibit B-1
- Prohibit towers for telephone communication and radio/television broadcasting within the PD

**FACT, FINDING, AND RECOMMENDATION: AVALON AT RIVERSTONE PHASE II
PLANNED UNIT DEVELOPMENT NO. TWO**

Chairman Huebner introduced consideration on a recommendation to the Mayor and Members of City Council for 399 acres, Avalon at Riverstone Phase II Planned Unit Development No. Two.

Ms. Ruth Lohmer, Principal Planner, stated Planned Unit Development (PUD) consists of 399 acres and approximately 878 single-family residential lots. The PUD establishes a minimum lot dimension of 60 feet by 125 feet; the Subdivision Regulations require 60 feet by 110 feet. The PUD is part of the overall 575 acre Avalon at Riverstone Phase II reviewed by the Commission last year. The property is located south of University Boulevard and north of the future Memorial Regional Park. The Riverstone General Land Plan shows the area as Single-Family Residential.

Avalon at Riverstone Phase II PUD No. One for 176 acres with 320 lots was approved by City Council on August 20, 2013. The applicant originally submitted the entire 575 acres, with the intent of gating off the area at University Boulevard. The application was revised to make the primary collector through the property a public street, which was approved in PUD No. One. Avalon at Riverstone Phase II PUD No. Two is a continuation of the same. The primary collector through the property is West Avalon and East Avalon Drive; the Commission reviewed the plats in PUD No. One.

The trail system exhibit includes a continuation of the 10-foot sidepath along East and West Avalon Drive, in accordance with the Pedestrian and Bicycle Master Plan; there are 3 pedestrian connections to the future Memorial Regional Park to the south of the property.

The collector street exhibit shows the Thoroughfare Plan collector (East and West Avalon Drive) will be public right-of-way. There will be some minor collector streets within the individual pod; these internal collectors will be private and gated. The cross sections of the minor collector street and local street are consistent with the Design Standards.

The exhibit for the gates shows the location of each gate into the pods off of the primary collector through the property. The gates meet the Development Code minimum setback requirement, which is approximately 70 feet from the street.

The renewal and replacement analysis confirms there will be adequate funds for maintenance and replacement of streets, sidewalks, and gates in the future.

**FACT, FINDING, AND RECOMMENDATION: AVALON AT RIVERSTONE PHASE II
PLANNED UNIT DEVELOPMENT NO. TWO (CONTINUED)**

The PUD includes additional requirements, which are the same as Planned Unit Development No. One:

- Homeowners Association will provide the City yearly audits and a reserve fund study every 5 years
- Final plats to include notes:
 - Release City from damages to private facilities
 - Recognize City is not responsible for maintenance of streets and other private improvements
 - Recognize City will not provide certain services that are typically provided on public streets

Staff supports a recommendation of approval of the Avalon at Riverstone Phase II Planned Unit Development No. Two, with the condition the PUD document is recorded after City Council approval.

Commissioner Hagen asked if the Memorial Regional Park is in the City Extraterritorial Jurisdiction [ETJ]. **Ms. Lohmer** stated the property was annexed 2-3 years ago; is within the city limits and will be dedicated to the City in the near future by Riverstone Parkland Dedication; satisfying the Development Code parkland dedication requirement. Commissioner Hagen asked if there was a master plan for the park, noting all the accesses are gated with no public access to the park. Ms. Lohmer responded the accesses are intended to be direct access only for residents; there will be other access points for the public. Ms. Lohmer stated the Parks Department may have an overall Master Plan for the park. Commissioner Hagen expressed concern is isolating the park from the public, and asked if the applicant had a plan for the park. **Commissioner Stephens** stated there is access from University Boulevard. Ms. Lohmer confirmed, stating the developer is required to construct a road connecting University Boulevard to the park; it will connect to other portions of the Brazos River Park. Noting that the Parks Department was included in the reviews and they requested the connections to the park and are aware these are private access. Commissioner Hagen stated the private accesses do not benefit the City circulation plan; the 10-foot trail goes around the circle and comes back out to University Boulevard, with no access to the park. **Commissioner Sanchez** stated she was concerned about the lack of public access to the park.

Commissioner Berger asked how homeowners would be notified that their property is not within the city limits and that the gated streets will not be maintained by the City. **Ms. Lohmer** said the City has no standard process for notifying people that their property is not in the city limits; calls asking this are received on a daily basis. Regarding the streets, Final Plats and the Deed Restrictions are required to acknowledge that the City is not responsible for maintenance of streets and other private improvements. Commissioner Berger asked if the Deed Restrictions could include a requirement to notify people their property is not within the Sugar Land city limits. **Commissioner Stephens** responded that language added to the Deed Restrictions is permanent; if the area is annexed, the Deed Restrictions would not be accurate. **Commissioner Weinberg** stated he believes the PUD adequately addresses the issue and noted that residents will be receiving an assessment every year for street maintenance. Commissioner Berger stated her concern is for people who make an uninformed purchase because they are working with realtors who know nothing about Sugar Land; it would be helpful if the City would provide this type of information.

**FACT, FINDING, AND RECOMMENDATION: AVALON AT RIVERSTONE PHASE II
PLANNED UNIT DEVELOPMENT NO. TWO (CONTINUED)**

Mr. Trey Reichert, Vice President and General Manager, Riverstone Development, stated that every resident that purchases a home in Riverstone is required to sign a Notice to Homebuyers, which states which ETJ and Municipal Utility District they are in and lays out a map that clearly illustrates the boundaries. The document is signed at the time of contract, not at closing; the developer keeps a copy of every homeowners signed document as proof of notification.

Commissioner Sanchez reiterated her concern about the lack of public access to the Memorial Regional Park. **Commissioner Stephens** commented that whether the streets are public or private has nothing to do with access to the park; if the property was platted with all the lots backed up to the park, you would still have the same condition in terms of access to the park. **Chairman Huebner** agreed; but does not see a solution. Since the Parks Department has reviewed and approved, she accepts the decision. Commissioner Stephens noted that the levee impedes access. **Commissioner Hagen** commented that he was unsure why the public loop connector is there, without public access to the park. Chairman Huebner responded that it is part of the bike path; runners and cyclists who want to get mileage in will use the collector road.

Commissioner Stephens asked if the loop connector was included in the Major Thoroughfare Plan. **Ms. Lohmer** confirmed, stating the Thoroughfare Plan was updated about a year ago and included the collector street.

Commissioner Weinberg noted that the proposal contained a significant amount of sales propaganda and asked that future applicants provide only factual information. He asked that staff establish a minimum standard for fonts and include page numbers on documents.

Commissioner Weinberg stated that on the fourth page (counting the cover page) of the Avalon at Riverstone Phase II (575) Planned Unit Development No. Two attachment under III Overall Development Project Description, it mentions the radius is reduced to 800 feet, but meets the American Association of State Highway and Transportation Officials (AASHTO) and City standards; he asked staff what was the significance of the 800 feet. **Ms. Lohmer** responded that the applicant will have to get specific approval if they do not meet the design standard; the City is comfortable with using the AASHTO standards, which are slightly less restrictive; stating that the 800 feet may only meet AASHTO standards.

Commissioner Weinberg asked about the language (page 4) "Other minor collector streets and interior residential streets may be private (gated)" and noted the exhibit shows as private. **Ms. Lohmer** said there is at least one street that is more of an internal street; part of the street is gated and part is not. Staff was asked if the number of residences on a street dictate the type of street. Ms. Lohmer responded that City standards do not have such specific requirements. Commissioner Weinberg commented that the language in the legend for Exhibit C: Collector Street Exhibit needs to be consistent with the streets language in the document. Ms. Lohmer stated that the part of the document that is introduction and overall description will not be part of the approved PUD document stating it is supplemental information. **Mr. Geoff Freeman, Kerry R. Gilbert and Associates**, stated use of the two terms "public" and "private" in the document gives the developer the right to plat and develop the streets as private, but does not have to. Commissioner Weinberger stated that the language in the Exhibit C Legend defines local collector streets as private; to be consistent with the wording, it needs to be "private" or "public."

**FACT, FINDING, AND RECOMMENDATION: AVALON AT RIVERSTONE PHASE II
PLANNED UNIT DEVELOPMENT NO. TWO (CONTINUED)**

Commissioner Stephens noted that the collector loop street and local collector (private) streets are different colors in Exhibit C; the document refers to the private streets, not the major loop street, and Exhibit C depicts that; there is no exhibit for the public collector street. *Mr. Freeman* stated there is no difference between the public collector street and the private. The collector loop street is public; the minor collector streets are private because they are internal to the pod and there are lots that front some of them. Commissioner Stephens asked if the width and dimensions for the loop collector were the same as shown in Exhibit D, the minor collector street exhibit, and Mr. Freeman confirmed. Commissioner Stephens stated that the minor collector street exhibit shows a 10-foot pathway on one side and a 5-foot on the other side; the local street exhibit shows a 5-foot sidewalk on either side; if the loop collector and minor collectors are the same, the exhibit is wrong. *Ms. Lohmer* advised the Commission of the note at the bottom of Exhibit D that states the public loop collector will have a 10-foot trail on one side and a 5-foot sidewalk on the other.

Chairman Huebner asked if the loop street was a major collector. *Ms. Lohmer* stated it is a minor collector; all the streets are minor collectors. Staff probably created the problem the Commission is having in distinguishing between the loop collector and internal collectors; stating they were trying to clarify that staff was most concerned about the loop collector (which is a term they created) being gated. *Commissioner Stephens* suggested making a separate exhibit for the loop collector and minor collector. Ms. Lohmer suggested labeling the Exhibit D cross section as both loop collector and minor collector, with an asterisk next to "loop collector" that refers to the footnote at the bottom.

Commissioner Weinberg stated the summary of the Renewal and Replacement Analysis Report states the roads have a 30-year replacement, but the text (section VI. B.) references 35 years. *Chad Hablinski, Costello Engineering*, confirmed the financials are based on a 30-year replacement. Staff will change the text to reflect 30 years. Commissioner Weinberg noted a typo under "Street Replacement of Community Roads (within Gates) in the Renewal and Replacement Analysis: remove "(\$10.0" from the Cost of Removal line; noting that in section IV. C, the study to evaluate the private infrastructure does not include a condition assessment. The study is to balance against the fund reserves; if you do not know the conditions of the streets in a particular year, the study will not provide sufficient information. *Ms. Lohmer* asked Commissioner Weinberg if "expected life of infrastructure" would cover the condition assessment; he responded that the expected life is already known to be 30 years. There is an analysis every five years to determine the condition of the road. *Mr. Hablinski* stated the assessment is necessary, but you need to know what to balance it against. In 5 years an engineer could drive the streets and determine they are in pristine condition and add another 30 years to the life expectancy; the assessment can now be reduced because you have another 30 years on the roads. If the assessing engineer sees an area of concern in year 5 or 10, they take a picture and review it again in 5 years to see if the area needs to be considered. *Commissioner Stephens* stated the reserve study is to do private infrastructure, streets and sidewalks; if there is a public infrastructure (i.e. storm water) problem that impacts those roads or sidewalks, the reserve funds will be used for repair. Mr. Hablinski stated that he is the engineer for the presiding Municipal Utility District (MUD); if the storm sewer caused the pavement to break, the MUD is responsible for fixing the pavement. The City would have the same opinion moving forward: if City infrastructure causes the private infrastructure to break, the city will make the repairs.

**FACT, FINDING, AND RECOMMENDATION: AVALON AT RIVERSTONE PHASE II
PLANNED UNIT DEVELOPMENT NO. TWO (CONTINUED)**

Commissioner Stephens stated that he has personally confirmed this with public works. Commissioner Hagen asked if the City would put down pavers. **Mr. Hablinski** responded that these streets do not really have pavers; they may have small pieces of pavers at the entries, but most of these streets will be built to City standards. Mr. Hablinski stated that he has several in-city Municipal Utility Districts where the MUDs operate the utility infrastructure and the City is responsible for the pavement; the MUD is constantly replacing concrete panels damaged by their failed infrastructure. Mr. Hagen asked what happens when you cannot connect A to B, and the property owners association has to make repairs. Mr. Hablinski responded if the HOA cannot pinpoint responsibility for the damage, they have to make the repairs. **Chairman Huebner** asked if a provision should be included that if there is infrastructure related damage to the streets, the owner of the infrastructure is responsible for repairs. **Commissioner Weinberg** stated he did not believe you could do that; if a water line breaks in your yard and the City fixes it, they do not have to re-landscape your yard, although they normally do. Chairman Huebner asked Commissioner Weinberg what he was proposing and he responded that he is not proposing anything, just stating the condition of the infrastructure should be assessed.

Commissioner Schmidt asked if the streets deteriorate and fail at the end of 20 years, do you invest the money in repairs and prolong the life 10, 15, 20 years or do you let it go to failure and 30 years and reconstruct them all. **Mr. Hablinski** stated that is a case by case basis. **Commissioner Stephens** stated that a certain amount of remedial work (i.e. sealing joints) has to be done to prevent the undermining of the pavement. Mr. Hablinski confirmed the money for maintenance repairs would come from the reserve funds; pavement will be replaced as indicated.

Chairman Huebner verified that Commissioner Weinberg was asking for the study to include an assessment of infrastructure. **Commissioner Stephens** strongly disagreed, stating that was not the responsibility of these individuals. **Commissioner Weinberg** stated he was talking about the streets and sidewalks infrastructure that the replacement fund was meant to cover. **Mr. Hablinski** stated the real replacement budget assumes there are a significant number of minor collectors throughout the gated areas that serve lots, but do not have lots fronting them, which have to be accounted for. These private roads have been measured separately so they can be account for; they have wider paving sections.

Chairman Huebner reconfirmed that Commissioner Weinberg is recommending that a condition assessment of the private infrastructure should be added to the list in IV. C and asked if the Commissioners had any objection. **Commissioner Stephens** asked how this could be changed without making changes to the property to the north that has already been done. Mr. Hablinski stated that this assessment is for all the private streets in Riverstone through multiple jurisdictions because it is the Riverstone HOA; it includes Missouri City private streets and Sugar Land private streets. Commissioner Stephens expressed concern over the potential mingling of funds. Chairman Huebner stated this was not the purview of the Planning and Zoning Commission. **Mr. Hablinski** added that the people that own the housed behind the private streets will not stand for the streets being in disrepair; they will contact the HOA to get it fixed. As far as the comingling of funds, Mr. Hablinski stated that there is a dedicated street replacement fund and the standard HOA fund; every Riverstone resident pays the standard HOA fund, but only the private street residents pay the assessment. The monies are kept separate for that reason. City staff will review the audit every five years to determine whether the funds are adequate; the Riverstone HOA will have enough to fix all the streets.

**FACT, FINDING, AND RECOMMENDATION: AVALON AT RIVERSTONE PHASE II
PLANNED UNIT DEVELOPMENT NO. TWO (CONTINUED)**

Commissioner Hagen asked if there is action the City can take if it disagrees with the audit. **Chairman Huebner** stated there is a mechanism in place to have at least some monies escrowed. **Ms. Lohmer** confirmed, stating the audit is a starting point for discussion with the HOA.

Commissioner Schmidt asked if Commissioners agreed with having Missouri City streets in the report. **Commissioner Stephens** stated that he thought it was being done just for this project; it was never mentioned in the smaller proposals or the 184 acres. **Chairman Huebner** commented that it makes good sense to do it overall. **Commissioner Schmidt** commented that it is probably not an issue in the ETJ, but it will become political when it is annexed.

After reviewing the Council report from the original Avalon at Riverstone Phase II Planned Unit Development No. One, **Ms. Lohmer** stated that it included an overall combined report and a section by section analysis. The Commission can request the applicant provide the additional information on a section by section basis to serve as backup for the Sugar Land area. **Commissioner Stephens** commented that the funds need to be accounted for on a Sugar Land / Missouri City jurisdictional basis. **Mr. Hablinski** stated that would be no different than separating it by subdivision section. **Chairman Huebner** asked staff if under IV. C, the Commission could specify section by section. **Ms. Lohmer** stated in the original plan, they provided an overall combined report, similar to what is in this packet. In addition, they had a Renewal and Replacement Analysis for each section, which broke it down more for examining lot width, pavement section at the lot, pavement sections for community roads, and the amount of gates and inlets.

Commissioner Weinberg asked if the Commission would see the PUD again. **Ms. Lohmer** stated if a recommendation is made tonight, it will not come back to the Commission; the plats will come forward.

Commissioner Schmidt stated he thought the calculation of one penny per lot for *Funds Directed to Subdivision Roads Assuming 30 Year Replacement* was an error; he divided \$569.14 per lot for *Total Cost of Removal and Replacement* (under *Street Replacement of Community Roads within Gates*) by 30 years and got \$18.97 per lot and asked the applicant to check the math and make the necessary revisions; it is short about \$34,000.00 over the 30-year period. **Mr. Hablinski** added that the recommended assessment is \$600.00 per lot.

Following a full and complete discussion, **Commissioner Stephens**, seconded by **Commissioner Weinberg**, made a motion to recommend to the Mayor and Members of City Council approval of Avalon at Riverstone Phase II Planned Unit Development No. Two with the condition:

- Planned Unit Development document after Council approval

Chairman Huebner added the following conditions:

- Add Infrastructure Assessment to IV. C
- Correct math on the Renewal and Replacement Analysis
- Change text in section IV. B from 35 to 30 years
- Label Exhibit D “Minor and Loop Collector” and add asterisk to reference note stating there is a 10-foot trail on one side
- Change removal cost under *Street Replacement of Community Roads within Gates* to \$10 per square yard

**FACT, FINDING, AND RECOMMENDATION: AVALON AT RIVERSTONE PHASE II
PLANNED UNIT DEVELOPMENT NO. TWO (CONTINUED)**

Chairman Huebner called for discussion on the motion. *Commissioner Stephens* asked for clarification on the terminology being used for the private infrastructure assessment; *Chairman Huebner* confirmed the exact terminology in IV. C will be used. The motion carried unanimously.

SUBDIVISION PLATS

LJ PARKWAY STREET DEDICATION PHASE SIX FINAL PLAT

Chairman Huebner introduced consideration on LJ Parkway Street Dedication Phase Six Final Plat.

Mr. Jacob Nitchals, Planner II, stated contains approximately 6.94 acres in the City ETJ; and is a major collector with 105-foot right-of-way designated as a collector in the Master Thoroughfare Plan and continues LJ Parkway right-of-way north from Cabrera Road. The Plat is consistent with the General Land Plan which identifies it as a 100-foot right-of-way. All applicable conditions have been addressed on the final plat.

Staff recommends approval of the LJ Parkway Street Dedication Plat Phase Six with the following conditions:

- Update Master Note 4
- Remove all non-applicable notes
- Provide recordation information for all easements outside of the plat boundary
- Provide no-objection letter from CenterPoint Energy and a release letter from Exxon Pipeline

Commissioner Schmidt stated:

- In the Surveyor Certificate, the last two sentences should be removed as it states “the interior corners of the subdivision were not set at the time this plat was signed....” stating there are no interior corners on the plat.
- All 2013’s should be changed to 2014.
- In the dedication language, it states: “Community Development Capital Group LLC” and is signed by Steven Benson, Manager of Rose Asset Management LLC, an Arizona Limited Liability Company; and then “being Officers of Rose Asset Management LLC, an Arizona Limited Liability Company.” The Dedication language never states what the relationship is with Rose Asset Management LLC to Community Development Capital Group LLC. *Commissioner Schmidt* stated he questions what the relationship is with the two entities; questioning who is the owner.

Mr. Chad Hablinski, Costello, Incorporated, stated he is not aware of the relationship between the two companies. The Dedication language was received from Meritage Homes; stating he will clarify and bring forward.

SUBDIVISION PLATS

LJ PARKWAY STREET DEDICATION PHASE SIX FINAL PLAT

- **Commissioner Schmidt** stated in Steve Benson's notary paragraph, change from plural nouns to singular nouns.

Commissioner Stephens stated 1) the location of the notary needs to be determined, and 2) Tom Wilcox is no longer the officer of Hillsboro Estates. **Mr. Hablinski** commented that Mr. Wilcox' replacement will be Mr. Reichert. **Commissioner Stephens** asked for clarification on Page 2, Note 36 regarding "temporary field easement recorded..." Mr. Hablinski stated that he would check on the field easement issue.

Commissioner Weinberg identified typographical errors in Notes:

- Note 11, bottom line, should be "on"
- Note 20, third line-first word, should be "abut"
- The last Note, the "and" at the end of the first line should be "an"

Commissioner Weinberg questioned a storm sewer easement with pipe coming out which looks like it drains to the other side, and asked if there is anything on the other side or is that the easement on the other side of the road. **Mr. Hablinski** stated that will be shown on the next plat; that stubs into the Ivory Ridge section.

Commissioner Davis asked about the correct spelling of the road named "Cabrera", as it is shown with different spellings. Staff stated spelling will be confirmed but thinks "rr" is the correct spelling.

Following a full and complete discussion, **Commissioner Schmidt**, seconded by **Commissioner Weinberg**, made a motion to approve LJ Parkway Street Dedication Phase Six Final Plat with the following conditions:

- The 5 staff conditions
- Remove last 2 sentences of the Surveyor's Certification
- Change the dates to year 2014 in all locations
- Revise the dedication language for Community Development Capital Group LLC to define the relation with Rose Asset Management LLC
- Revise Steve Benson's notary paragraph to make it singular instead of plural
- Remove Tom Wilcox' name since he is retired
- Check on the field easement to see if it should stay on the plat
- Correct typos in Notes 11, 20, and 38
- Determine and clarify where Steve Benson is located

The motion carried unanimously.

SUBDIVISION PLATS (CONTINUED)

IVORY RIDGE AT RIVERSTONE SECTION ONE FINAL PLAT

Chairman Huebner introduced consideration on Ivory Ridge at Riverstone Section One Final Plat.

Mr. Jacob Nitchals, Planner II stated this is the proposed final plat consisting of approximately 33.76 acres in the City Extraterritorial Jurisdiction. The property is located directly west of the LJ Parkway plat the Commission just reviewed; it contains 105 single-family residential lots, 3 blocks, and 5 reserves. The subdivision will gain access from LJ Parkway through Summer Cypress Land and Twilight Springs Land. The proposed final plat is consistent with the Riverstone General Land Plan, which shows the area as Single-Family Residential.

The Commission approved Ivory Ridge at Riverstone Section One Preliminary Plat August 13, 2012, with three conditions, which have all been addressed in the Final Plat.

Staff recommends approval of Ivory Ridge at Riverstone Section One Final Plat with the following conditions:

- Update Master Note 4
- Remove all notes listed as “Master Note N/A”
- Provide recordation information for all easements inside the plat boundary
- Provide recordation information for the 7-foot utility easement north of the plat boundary
- Provide no-objection letter from CenterPoint Energy
- Record LJ Parkway Street Dedication Plat Phase Six before Ivory Ridge at Riverstone Section 1 and provide recordation information on this plat

Commissioner Stephens asked for the following modifications:

- Verify survey name and correct title block or dedicatory language
 - dedicatory language has William Little Survey A-54; title block has William Stafford Survey A-89
- Verify President Community Development Capital Group, LLC and correct title block accordingly
- Make arrows for utility easements consistent
- Note 28 – add the word “have” before “minimum side”

Commissioner Schmidt requested the same verification and modifications to the dedicatory language as in the previous plat:

- Change plural nouns to singular nouns in Steve Benson’s notary paragraph
- Clarify relationship of Rose Asset Management LLC to Community Development Capital Group LLC

Commissioner Hagen asked the applicant to have the surveyor verify and add chord bearings around the perimeter, consistent with the metes and bounds. He believes the point of beginning to the northeast in C3, C2, and C1 should go south.

SUBDIVISION PLATS (CONTINUED)

IVORY RIDGE AT RIVERSTONE SECTION ONE FINAL PLAT

Following a full and complete discussion, *Commissioner Schmidt*, seconded by *Commissioner Sanchez*, made a motion to approve Ivory Ridge at Riverstone Section One Final Plat with the following conditions:

- Update Master Note 4
- Remove all notes listed as “Master Note N/A”
- Provide recordation information for all easements inside the plat boundary
- Provide recordation information for the 7-foot utility easement north of the plat boundary
- Provide no-objection letter from CenterPoint Energy
- Record LJ Parkway Street Dedication Plat Phase Six before Ivory Ridge at Riverstone Section 1 and provide recordation information on this plat
- Revise dedication language to define relationship of Rose Asset Management LLC to Community Development Capital Group LLC
- Revise Steve Benson’s notary paragraph to make nouns singular instead of plural
- Verify David Jordan’s name in the title block
- Make survey name consistent throughout the plat
- Add arrows to the easements callouts
- Add the word “have” between “shall” and “minimum”
- Reference point of beginning to be consistent with metes and bounds

The motion carried unanimously.

REPORTS

PLANNING AND ZONING COMMISSION LIAISON REPORTS

Commissioner Davis, Planning and Zoning Commission Liaison, commented on the City Council meeting held February 04, 2014:

- One Public Comment speaker commented on the Williams Trace Boulevard reconstruction and the effect it would have on traffic with the pending St. Laurence Church Conditional Use Permit
- Program manager for the Performing Arts Center
- Sugar Mill drainage project was approved
- Williams Trace Boulevard reconstruction Preliminary Engineering Report and construction design drawings have been submitted

Commissioner Schmidt, Planning and Zoning Commission Liaison, commented on the Development Committee meeting held February 10, 2014:

- Committee continued review of Development Code, focusing on the chapters for:
 - Signage
 - Subdivision Regulations
 - Design Standards

CITY STAFF REPORT

Ms. Ruth Lohmer, Principal Planner, reminded the Commission about the Land Use Forum February 12th: *Town Square and Beyond: Creating Places for the Community*. February 26th the Land Use Forum will be *Housing Choices for a Successful City*; and encouraged the Commission to attend these meetings as much as possible.

ADJOURN

There, being no further business to come before the Commission, *Commissioner Stephens*, seconded by *Commissioner Davis* moved that the meeting adjourn. The motion carried unanimously and the meeting adjourned, time at 9:10 o'clock P.M.

Kathy Huebner, Chairman

(SEAL)